



FDMS Version 4.8 Release Notes

Release Date: May 2, 2015

Contents

Release Summary	1
Auto Categorization	2
Reports	8
My Contacts	11
Notifications	13
Self Registration	15
Additional Enhancements	17
Known Issues in this Release	18

Release Summary

The FDMS.gov version 4.8 Release provides users with additional functionality including the introduction of the new Auto Categorization component. The primary additions and changes to FDMS 4 for this release include the following:

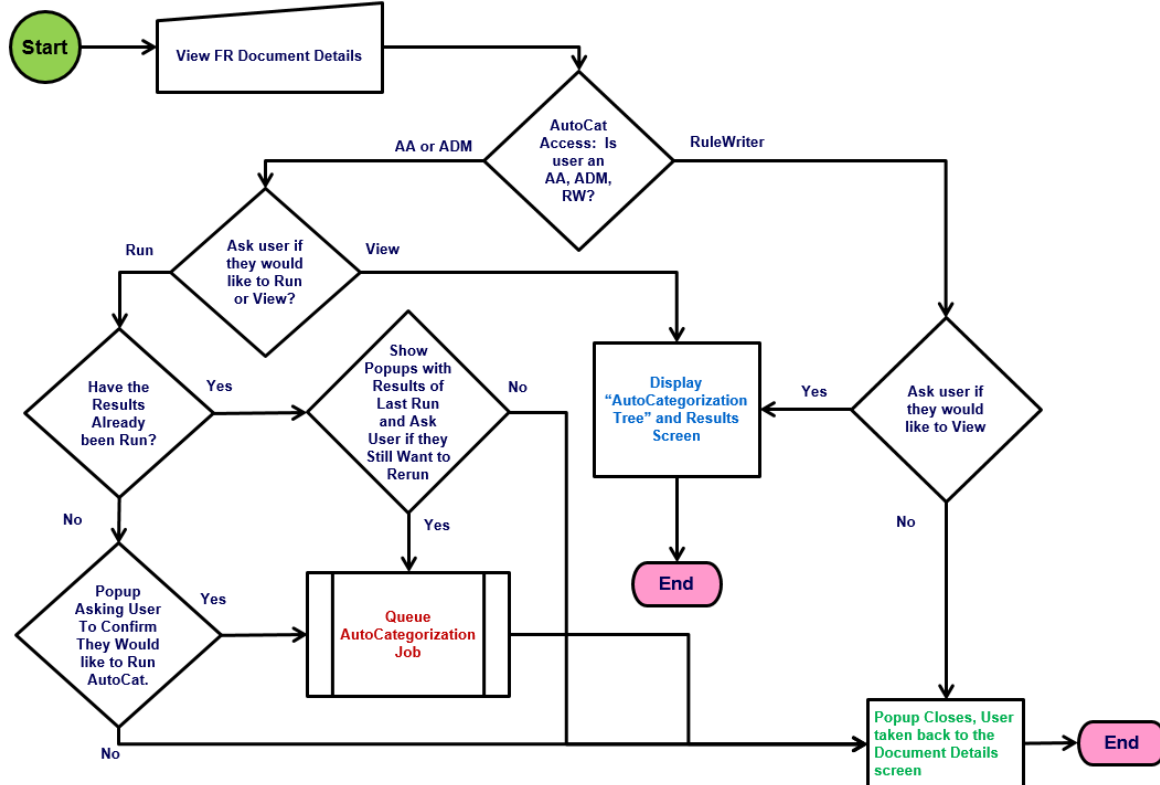
- Auto Categorization
- Reports
- My Contacts
- Notifications
- User Self Registration
- Accessibility Improvements
- Additional Enhancements and Fixes

Auto Categorization

FDMS 4.8 provides users with the ability to automatically categorize the public comments for an FR Document (Rule, Proposed Rule, Notice or Other Document) containing 20 or more comments. This functionality will assist users in the agency comment management and review process by:

- Reviewing comments by key topics
- Generate and receive a report of the auto categorization results

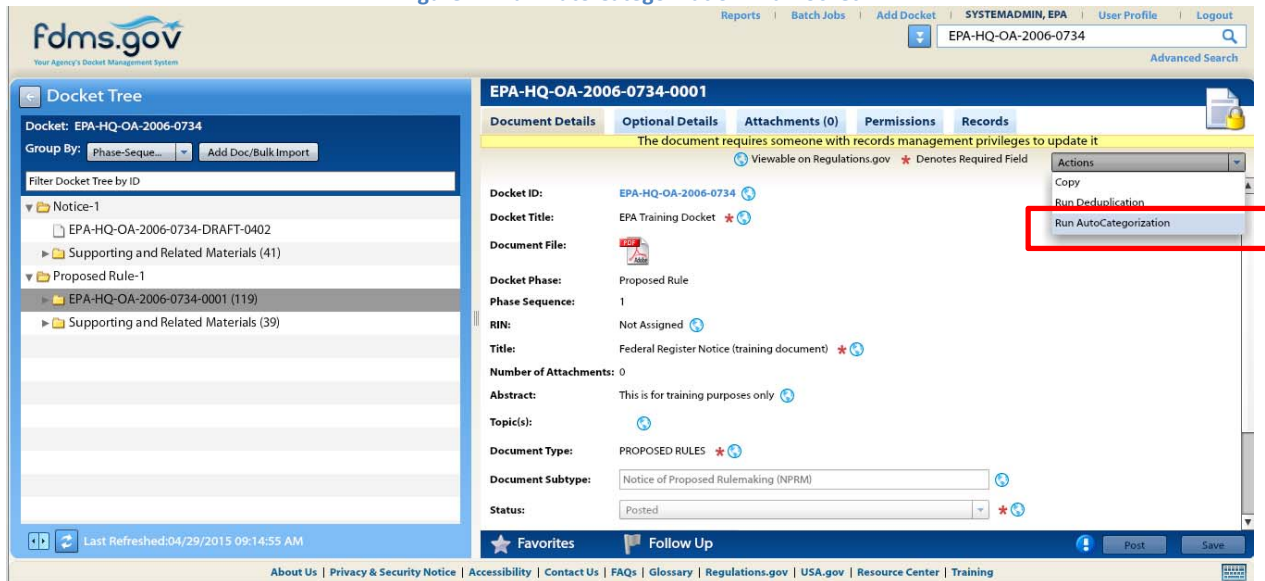
Figure 1 - Auto Categorization Workflow



FDMS 4.8 uses industry leading text analytics software technology that applies statistical analysis to detect similarities in Documents and text. This software works in a similar manner as the De-duplication engine previously introduced to FDMS 4. The text analytics engine automatically categorizes unstructured documents based on content, without the user needing to define or update dictionaries, keywords, terms or category examples. The Auto Categorization feature can be run against comments on any Federal Register Document received via Regulations.gov or manually uploaded to FDMS. The engine evaluates the web form comment text and the text contained in the first attachment PDF of the comment.

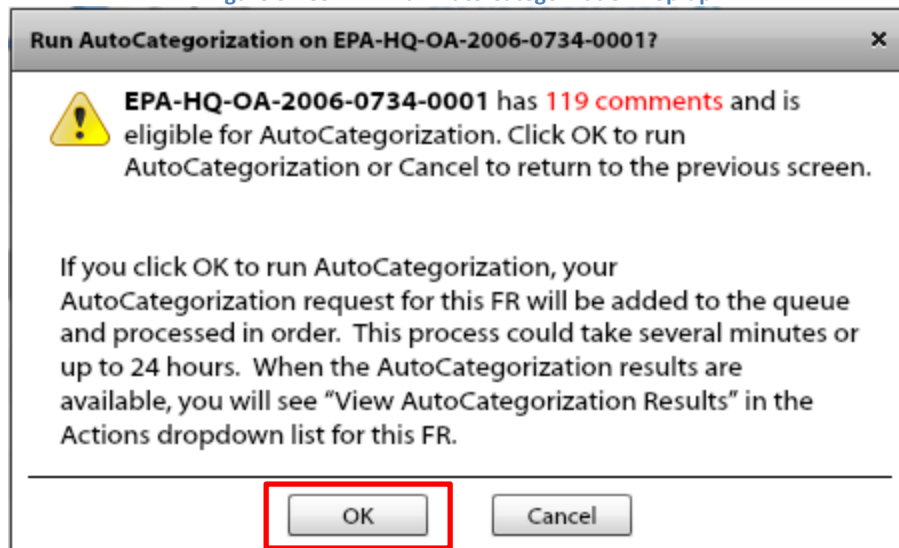
Users can select the option to *Run Auto Categorization* or *View Auto Categorization Results* from the Document Details Actions dropdown for FR Documents if the conditions described in the Auto Categorization Workflow diagram are met.

Figure 2 - Run Auto Categorization in a Docket



Users must confirm the requested Auto Categorization by clicking “OK” on a confirmation pop-up window.

Figure 3 - Confirm Run Auto Categorization Pop-up



The Auto Categorization is performed in an offline batch job. This job extracts the set of Comment Documents and categorizes them into clusters based on common topics found within the comments. The top three keywords for each cluster make up the category name. Comment documents are then assigned a concept score based on the percentage of how closely they relate to the cluster.

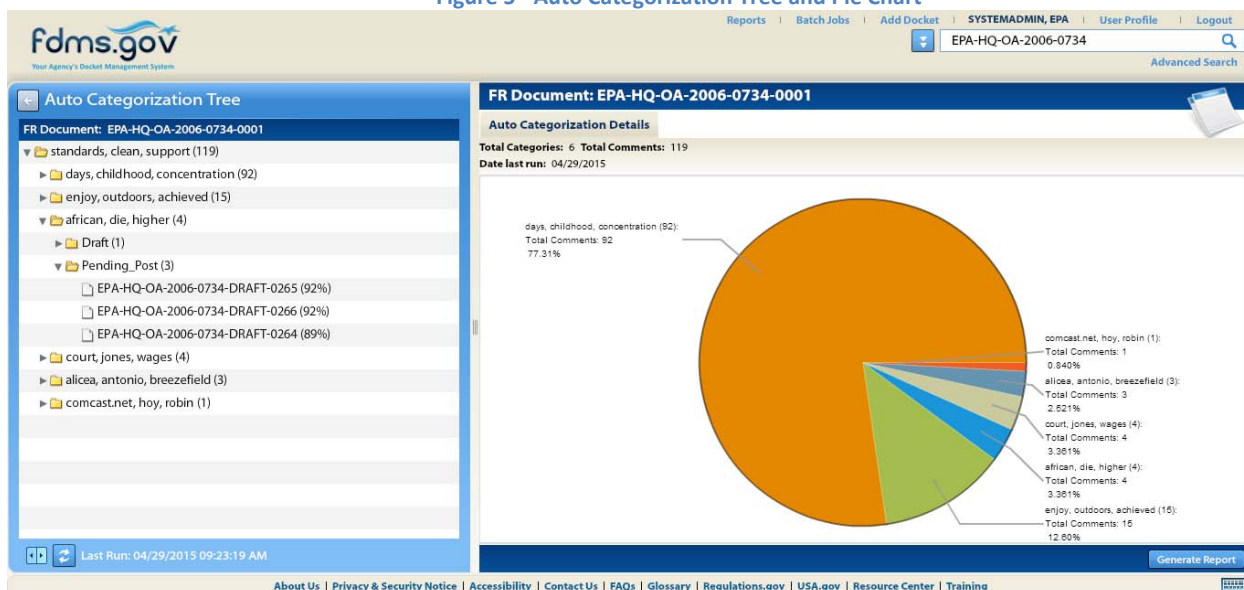
- The Auto Categorization job is placed in a batch process queue, and typically results are available within several minutes to an hour depending on the number of categorization requests by all FDMS users in the queue. If the volume of requests in the queue is very large, it could take up to 24 hours for the results to be ready.

Figure 4 - View Auto Categorization Results

The screenshot shows the fdms.gov interface. On the left is the 'Docket Tree' for EPA-HQ-OA-2006-0734. The main panel shows 'Document Details' for EPA-HQ-OA-2006-0734-0001. On the right, an 'Actions' dropdown menu is open, showing options like 'Copy', 'Run Deduplication', 'Re-Run AutoCategorization', and 'View AutoCategorization Results'. The 'View AutoCategorization Results' option is highlighted with a red rectangular box.

- Users can view a pie chart displaying the breakdown of the number of Documents per category

Figure 5 - Auto Categorization Tree and Pie Chart



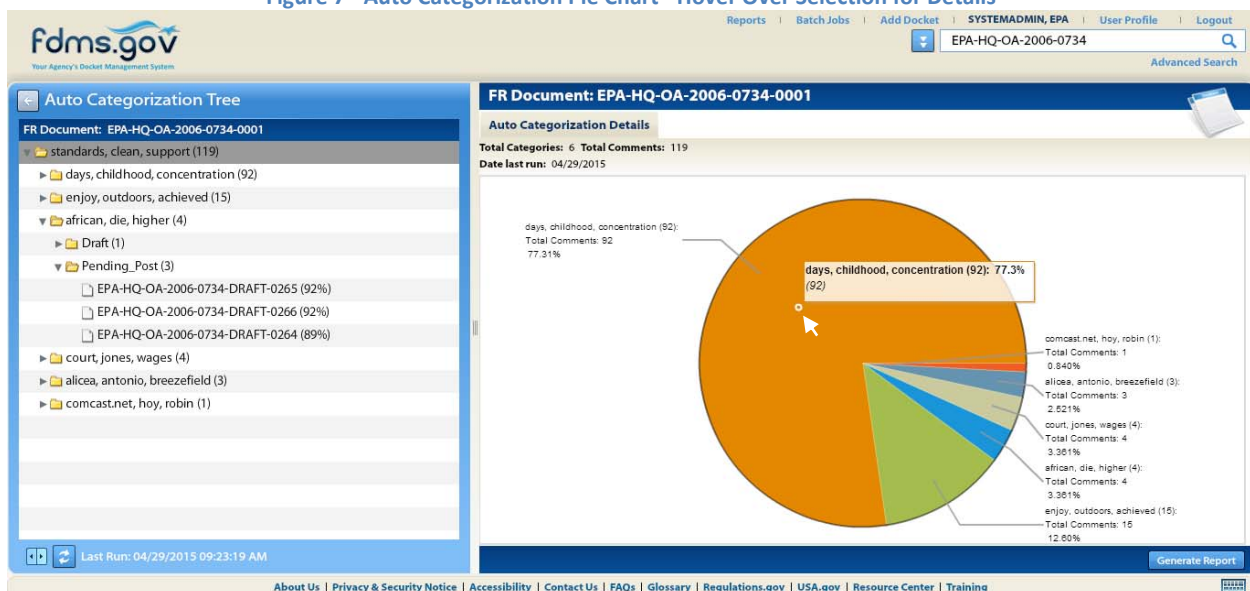
The set of comments is organized into an Auto Categorization Tree with category folders that contain the matching subset of comments. Each category folder is then labeled with three keywords that represent that category. The category folder can be opened to display the matching subset of comments. The user can then navigate to a specific comment to view the comment text. The top five sentences most relevant to the category are highlighted in blue text and underlined.

Figure 6 - Auto Categorization Text Relevant to Category

The screenshot displays the FDMS Auto Categorization interface. On the left, the 'Auto Categorization Tree' shows a hierarchy of categories for document EPA-HQ-OA-2006-0734-0001. The main panel, titled 'FR Document: EPA-HQ-OA-2006-0734-0001', shows 'Auto Categorization Details' for the document ID EPA-HQ-OA-2006-0734-DRAFT-0265. The category title is 'african, die, higher'. The document text is displayed, with a highlighted section discussing air pollution and its health impacts. A 'Generate Report' button is visible at the bottom right.

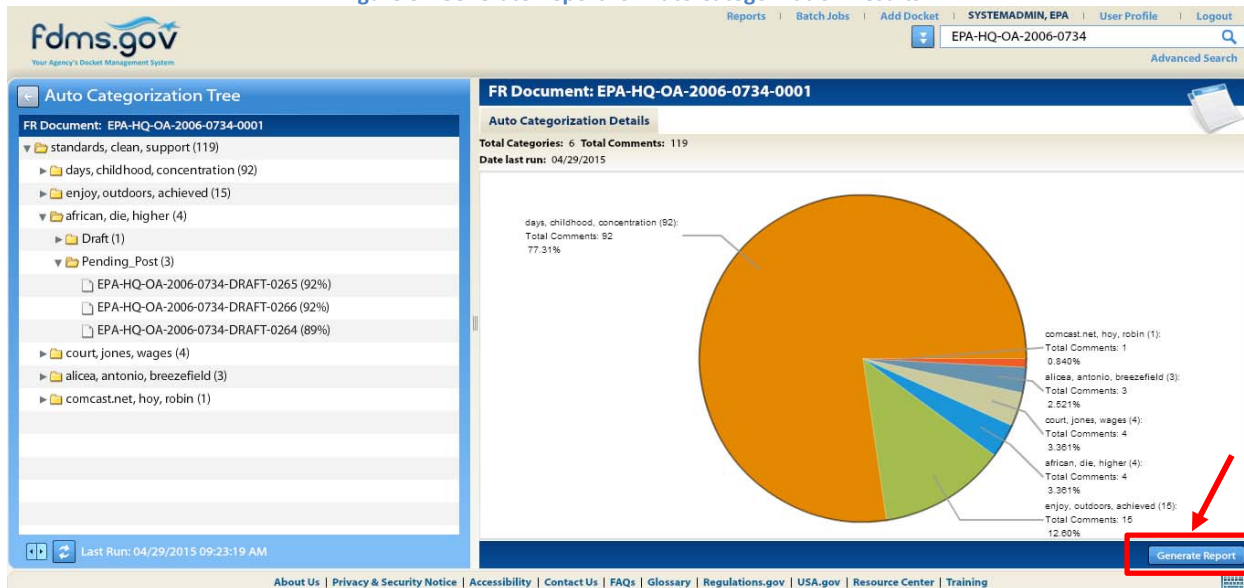
Auto Categorization also provides users with a graphic displaying the percentage of the Documents that fall into each category. This is shown in a colored pie chart. Users can hover over each section for more detail on the keywords and percentages.

Figure 7 - Auto Categorization Pie Chart - Hover Over Selection for Details



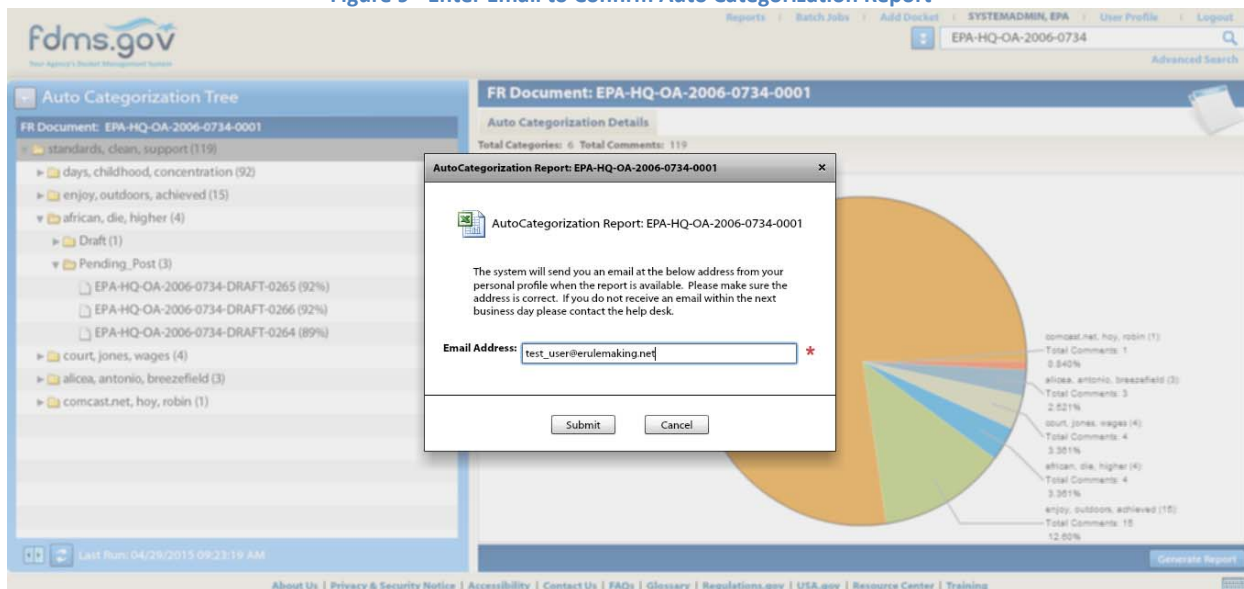
The Auto Categorization results are stored separately from the original Docket folder materials. Users can download a report with the Auto Categorization results from FDMS by clicking the "Generate Report" button on the bottom right.

Figure 8 - Generate Report for Auto Categorization Results



The user must enter an email address in the pop-up box and then click “Submit” in order to request the report.

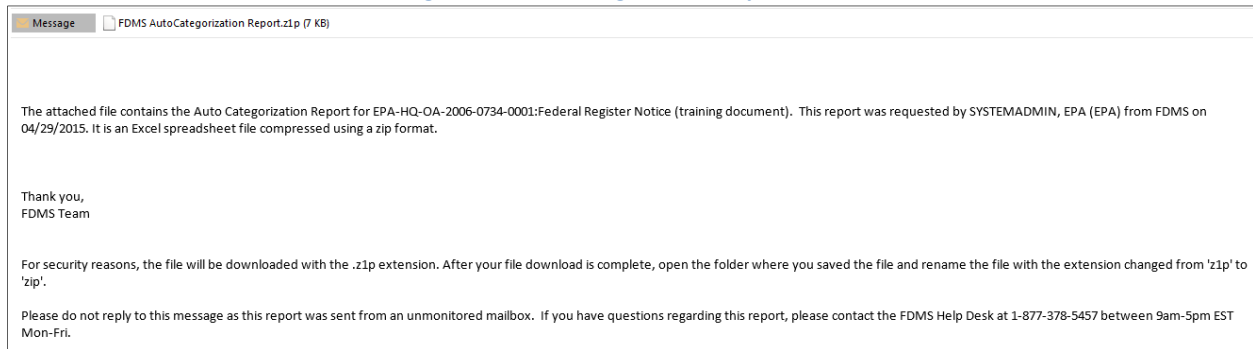
Figure 9 - Enter Email to Confirm Auto Categorization Report



An email containing the report will be sent to the email address provided. This job runs every 15 minutes, but it could take up to 24 hours to receive the report depending on the volume of reports being requested by all FDMS users at that time.

The email message contains the Auto Categorization report in a “.z1p” file format and instructs the user to save this file, then rename as a “.zip” file. The report is sent in this format to avoid being filtered out by email systems.

Figure 10 - Auto Categorization Report Email



Once the file is saved as a “.zip” file, it can be opened in Excel. In the Excel report, the Auto Categorization Tree is displayed in groups by keywords. Each topic can be expanded to view details about the Comments it contains.

Figure 11 - Auto Categorization Report Excel File

1	2	A	B	C	D	E	F	G	H
1	Total	Category Name	Document ID	Original Document ID	Page Count	Concept Score	Dedup Type	Duplicate of	
94	92	days, childhood, concentration							
110	15	enjoy, outdoors, achieved							
111		african, die, higher	EPA-HQ-OA-2006-0734-DRAFT-0264	EPA-HQ-OA-2006-0734-DRAFT-0264		0.89.47%	Unique		
112		african, die, higher	EPA-HQ-OA-2006-0734-DRAFT-0265	EPA-HQ-OA-2006-0734-DRAFT-0265		0.92.15%	Unique		
113		african, die, higher	EPA-HQ-OA-2006-0734-DRAFT-0266	EPA-HQ-OA-2006-0734-DRAFT-0266		0.92.67%	Unique		
114		african, die, higher	EPA-HQ-OA-2006-0734-DRAFT-0289	EPA-HQ-OA-2006-0734-DRAFT-0289		0.41.95%	Unique		
115	4	african, die, higher							
120	4	court, jones, wages							
124	3	alicea, antonio, breezeifield							
126	1	comcast.net, hoy, robin							
127									
128									
129									
130									
131									
132									
133									
134									
135									
136									
137									
138									
139									

Reports

The Reports functionality was added to FDMS 4 and can be accessed from the header menu. Users have the ability to run the same seven standard reports that were originally available in FDMS 3:

- Current Docket Phase Report
- Customer Service Report
- Docket Content Report
- Docket Phase Sequence Report
- Performance Report
- Recently Posted Federal Register Items Report
- Docket Content by Legacy ID Report

Records Reports are also now available for Records Managers (RMs) and those with the appropriate Records Management privileges. These reports include:

- Retention Markup Report
- Docket Audit Report
- Document Audit Report
- Inactivity Report
- Final Rules Published Report

The Reports link can be found on the top-right header menu of FDMS.

Figure 12 – Standard Reports in FDMS 4.8

The screenshot displays the FDMS 4.8 web interface. At the top, the header includes the fdms.gov logo and a navigation menu with links: Reports, Batch Jobs, Add Docket, Admin, Agency Middle, User Profile, and Logout. A search bar labeled 'Search Dockets' is located on the right. The main content area is split into two sections. On the left, a 'Reports Menu' sidebar lists seven available reports: Current Docket Phase Report, Customer Service Report, Docket Content Report, Docket Phase Sequence Report, Performance Report, Recently Posted Federal Register Items Report, and Docket Content by Legacy ID Report. On the right, the 'Report Parameters' section is shown for the 'Current Docket Phase Report'. This section includes a description, a note about criteria, and several input fields: Docket ID, Docket Title, Docket Phase (a dropdown), Document Type (a list box containing Rules, Proposed Rules, Notices, and Public Submissions), Document Subtype (a dropdown), Date Posted (a date selector), and Send report to (an email address field). A 'Run Report' button is positioned at the bottom right of the parameters section. A footer bar at the very bottom contains various utility links like About Us, Privacy & Security Notice, Accessibility, Contact Us, FAQs, Glossary, Regulations.gov, USA.gov, Resource Center, and Training.

Figure 13 - Standard and Records Reports in FDMS 4.8

The screenshot shows the FDMS 4.8 interface. On the left is the 'Reports Menu' with a list of reports: Current Docket Phase Report, Customer Service Report, Docket Content Report, Docket Phase Sequence Report, Performance Report, Recently Posted Federal Register Items Report, Docket Content by Legacy ID Report, Retention Markup Report (highlighted), and Docket Audit Report. The main area is titled 'Report Parameters' for the 'Retention Markup Report'. It includes a description: 'Provides a list of the Dockets where each Markup is currently applied.' Below this is a note: 'Enter criteria to select data for the report. Fields that you leave empty will be ignored and all values accepted.' The form contains fields for 'Docket ID' (with a dropdown set to 'IS'), 'Markup Name' (with a list: ERULER-Discovery Request, ERULER-Litigation Hold, Retention Hold), 'Markup ID' (with a list: 700, ERULER, NA), and 'Send report to:' (with the email 'uddin_rokon@ne.bah.com'). A 'Run Report' button is at the bottom right. A red box highlights the 'Reports' link in the top navigation bar.

Users can select which report to run from the Reports Menu on the left panel.

After desired Report Parameters are selected, user clicks the Run Report button to submit the request.

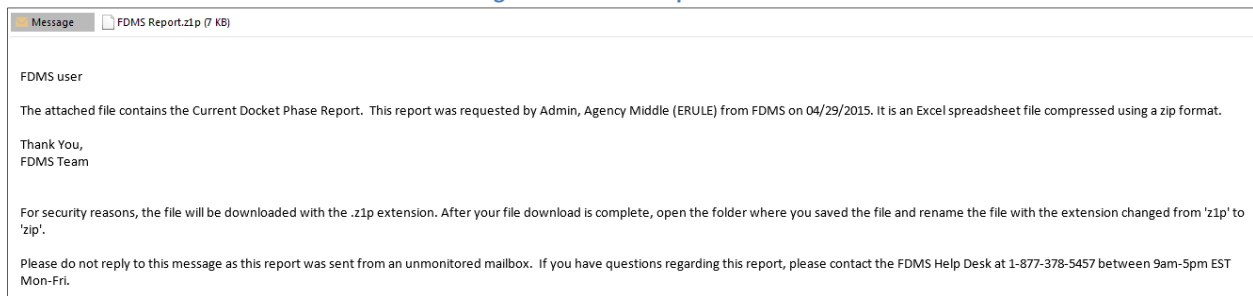
Figure 14 - Run Report on Current Docket Phase

The screenshot shows the FDMS 4.8 interface. On the left is the 'Reports Menu' with a list of reports: Current Docket Phase Report (highlighted), Customer Service Report, Docket Content Report, Docket Phase Sequence Report, Performance Report, Recently Posted Federal Register Items Report, Docket Content by Legacy ID Report, and Docket Audit Report. The main area is titled 'Report Parameters' for the 'Current Docket Phase Report'. It includes a description: 'Provides the real-time status of the agency's Dockets showing the Documents in each phase and sequence.' Below this is a note: 'Enter criteria to select data for the report. Fields that you leave empty will be ignored and all values accepted.' The form contains fields for 'Docket ID' (with a dropdown set to 'IS'), 'Docket Title' (with a dropdown set to 'IS'), 'Docket Phase' (with a dropdown set to 'Select one'), 'Document Type' (with a list: Rules, Proposed Rules, Notices, Public Submissions), 'Document Subtype' (with a dropdown set to 'Select one'), and 'Date Posted:' (with a dropdown set to 'before' and a date field). The 'Send report to:' field contains the email 'uddin_rokon@ne.bah.com'. A 'Run Report' button is at the bottom right, highlighted with a red box and a red arrow pointing to it. A red box also highlights the 'Reports' link in the top navigation bar.

An Excel file of the requested report will be emailed to the address provided in the Report Parameters. This batch report job runs every 15 minutes, but it could take up to 24 hours depending on the volume of reports being requested by all FDMS users at that time.

The email message contains the report in a ".z1p" file format and instructs the user to save this file, then rename as a ".zip" file. The report is sent in this format to avoid being filtered out by email systems.

Figure 15 - FDMS Report Email



Once the file is saved as a “.zip” file, it can be opened in Excel.

Figure 16 - Current Docket Phase Report Excel File

Current Docket Phase Report							
Docket ID	Phase Name	Sequence	Document ID	Document Title	Date Posted	Document Type	Pages
ERULE-2013-0019	Proposed Rule	1	ERULE-2013-0019-DRAFT-0028	FDMS Test Document #3		SUPPORTING & RELATED MATERIALS	0
ERULE-2013-0019	Proposed Rule	1	ERULE-2013-0019-DRAFT-0029	FDMS Test Document #4		SUPPORTING & RELATED MATERIALS	0
ERULE-2013-0071	Proposed Rule	1	ERULE-2013-0071-DRAFT-0002	FDMS Test Document #1		PUBLIC SUBMISSIONS	0
ERULE-2013-0071	Proposed Rule	1	ERULE-2013-0071-DRAFT-0003	FDMS Test Document #2		PUBLIC SUBMISSIONS	0
ERULE-2013-0071	Proposed Rule	1	ERULE-2013-0071-DRAFT-0004	FDMS Test Document #3		PUBLIC SUBMISSIONS	0
ERULE-2013-0071	Proposed Rule	1	ERULE-2013-0071-DRAFT-0005	FDMS Test Document #4		PUBLIC SUBMISSIONS	0
ERULE-2013-0071	Proposed Rule	1	ERULE-2013-0071-0001	Federal Register Document	7/16/2013	PROPOSED RULES	0
ERULE-2013-0074	Proposed Rule	1	ERULE-2013-0074-0001	ERULE Title 3	2/19/2011	PROPOSED RULES	2
ERULE-2013-0074	Proposed Rule	1	ERULE-2013-0074-DRAFT-0002	Supporting Document		SUPPORTING & RELATED MATERIALS	0
ERULE-2013-0074	Proposed Rule	1	ERULE-2013-0074-0002	Supporting Document	2/19/2011	PUBLIC SUBMISSIONS	0
ERULE-2013-0074	Proposed Rule	1	ERULE-2013-0074-DRAFT-0003	FDMS Test Document #1		PUBLIC SUBMISSIONS	0
ERULE-2013-0074	Proposed Rule	1	ERULE-2013-0074-DRAFT-0004	FDMS Test Document #2		PUBLIC SUBMISSIONS	0
ERULE-2013-0074	Proposed Rule	1	ERULE-2013-0074-DRAFT-0005	FDMS Test Document #3		PUBLIC SUBMISSIONS	0
ERULE-2013-0074	Proposed Rule	1	ERULE-2013-0074-DRAFT-0006	FDMS Test Document #4		PUBLIC SUBMISSIONS	0
ERULE-2013-0074	Proposed Rule	1	ERULE-2013-0074-0003	Comment from rfwerfwerf fsef, fesf	7/24/2013	PUBLIC SUBMISSIONS	0
ERULE-2013-0128	Proposed Rule	1	ERULE-2013-0128-DRAFT-0001	Expert Testimony 1		SUPPORTING & RELATED MATERIALS	0
ERULE-2013-0128	Proposed Rule	1	ERULE-2013-0128-DRAFT-0002	Comment cover page		PUBLIC SUBMISSIONS	0
ERULE-2013-0128	Proposed Rule	1	ERULE-2013-0128-DRAFT-0004	Comment from David House		PUBLIC SUBMISSIONS	0
ERULE-2013-0128	Proposed Rule	1	ERULE-2013-0128-DRAFT-0005	Comment from Jean Public		PUBLIC SUBMISSIONS	0

The Excel file emailed to the user includes an Overview tab which details the Report Parameters .

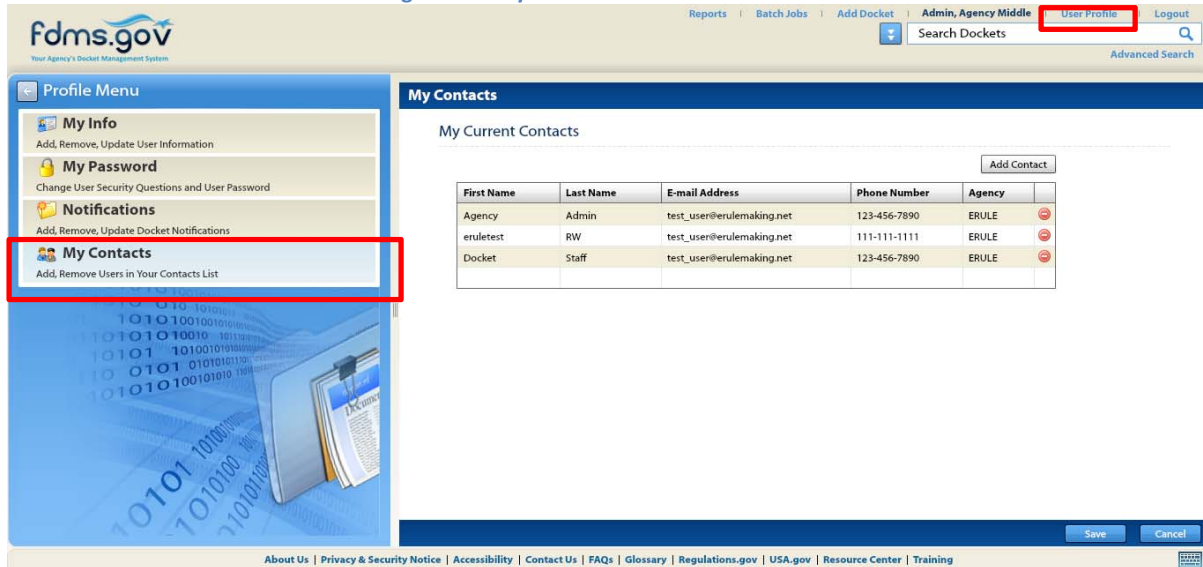
Figure 17 - Current Docket Phase Report Excel File Overview Tab

Overview	
Current Docket Phase Report	Provides the real-time status of the agency's Dockets showing the Documents in each phase and sequence.
Agency ID	is ERULE
Send report to	test_user@erulemaking.net
Docket Title	contains training
Report created by	Admin, Agency Middle (ERULE)
Report created on	04/29/2015

My Contacts

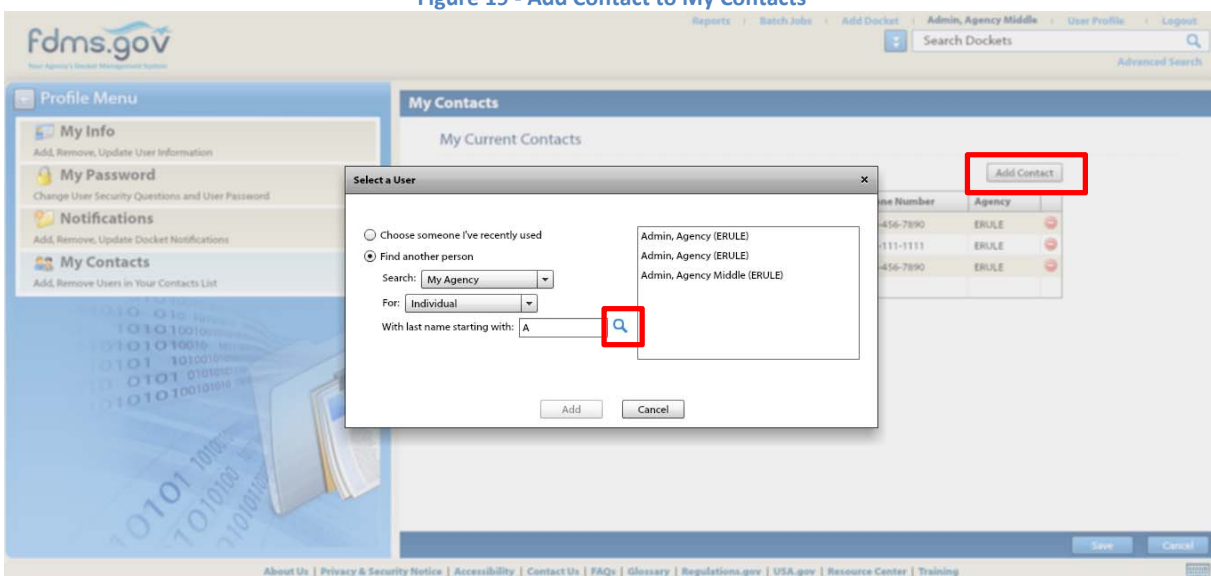
Users now have the ability to manage a list of FDMS contacts within their user profile. This contact list allows users to easily find and select users for Docket/Document assignments and permissions. Users can access My Contacts via the User Profile link found in the header of FDMS 4.

Figure 18 - My Contacts Location in FDMS 4.8



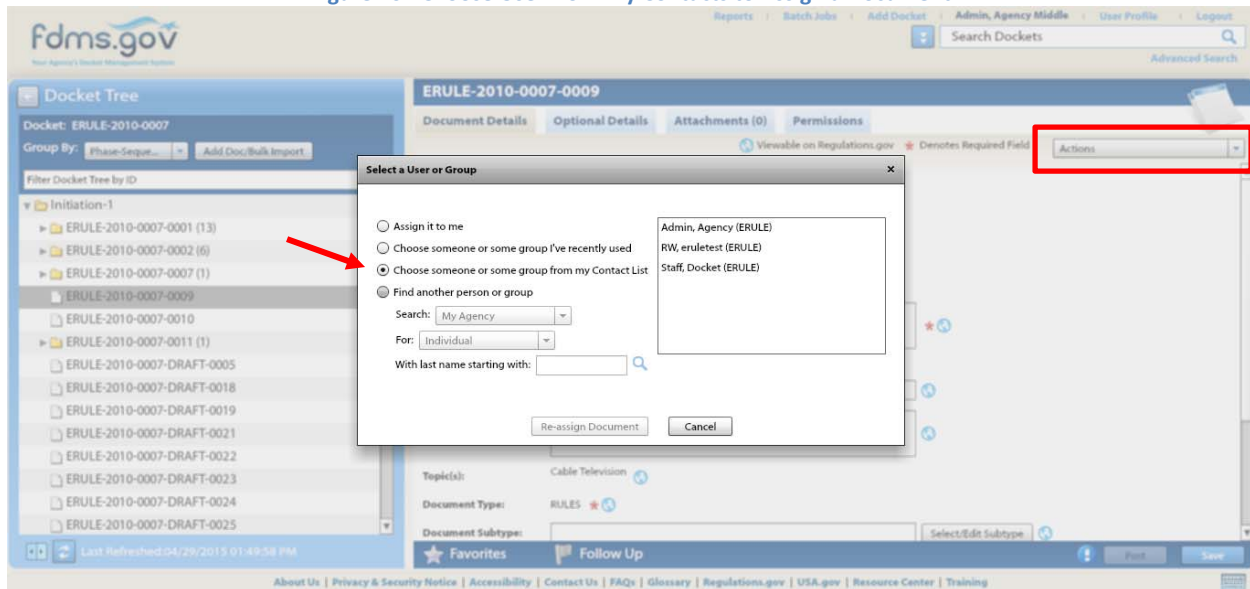
A user can search for and add other users to the list of contacts via the “Add Contact” button. A pop-up will appear through which users have the option to choose “Someone I’ve recently used” or find another user (from My Agency, My Department, Other Agency, or FDMS Global Search). To find a user, choose where you would like to search and begin typing a name and click the magnifying glass icon to execute the search. To search all users, just click the magnifying glass. A list of results will appear in the box. If the number of results are too large, a message will appear stating the list has been truncated. Once a user is selected, click “Submit” to add that contact.

Figure 19 - Add Contact to My Contacts



When changing permissions/status assignees for a Docket or re-assigning a Document, a user can be selected from the contact list.

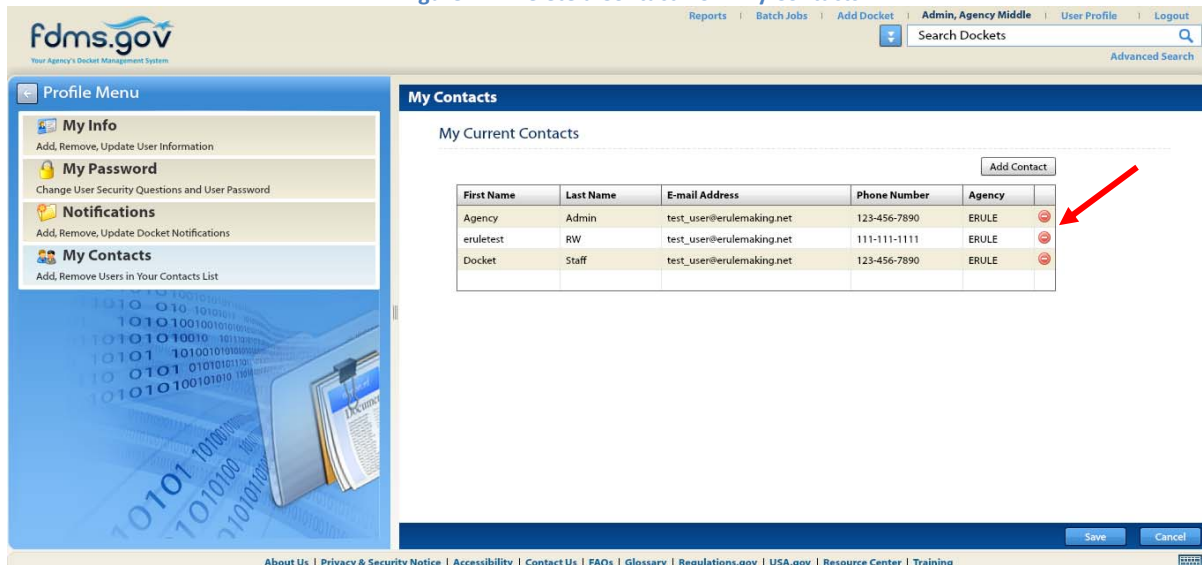
Figure 20 - Choose User from My Contacts to Assign a Document



Any contacts added to My Contacts in FDMS 3 will be added to the My Contacts list in FDMS 4.

To remove a user from My Contacts, users can click the delete icon to the right of that user's name followed by the Save button to save the changes.

Figure 21 - Delete a Contact from My Contacts



Notifications

The Notifications functionality is now available in FDMS 4 and can be found in the User Profile. This feature allows a user to receive email notifications for certain events that may occur in specific Dockets.

Figure 22 - Notifications Location in FDMS 4.8

The screenshot shows the FDMS 4.8 User Profile page. The 'User Profile' link in the top navigation bar is highlighted with a red box. In the left 'Profile Menu', the 'Notifications' link is also highlighted with a red box. The main content area is titled 'Notifications' and 'Docket Event Notification Settings'. It contains a table of existing notifications and an 'Add Notification' button.

Docket ID	Event	Frequency	Duration (Months)	Created / Modified	
ERULE-2010-0001	Comment Published	Weekly	1	04/20/2015	Edit
ERULE-2010-0001	Comment Published	Monthly	2	04/20/2015	Edit
ERULE-2014-0045	Comment Published	Monthly	6	04/14/2015	Edit
ERULE-2014-0045	Comment Published	Daily	2	04/15/2015	Edit
ERULE-2014-0045	Comment Published	Weekly	3	04/14/2015	Edit
ERULE-2014-0045	Comment Received	Daily	4	04/14/2015	Edit
ERULE-2014-0045	Comment Received	Weekly	8	04/14/2015	Edit
ERULE-2014-0045	Comment Received	Monthly	10	04/14/2015	Edit
ERULE-2014-0065	Document Added	Daily	9	04/14/2015	Edit
ERULE-2014-0065	Document Added	Weekly	5	04/14/2015	Edit

A user is able to manage notifications for Dockets within their agency. When creating a notification for a Docket: click the “Add Notification” button, search for the desired Docket and click “OK”, then select your parameters. Users are able to set the same notification for multiple frequencies (such as Daily and Monthly), but not exact duplicates of the same notification.

Figure 23 - Add Notification – Select a Docket

The screenshot shows the FDMS 4.8 User Profile page with the 'Add Notification' dialog box open. The 'Add Notification' button in the background is highlighted with a red box. The dialog box has a 'Select a Docket' title and a search bar. Below the search bar is a table of search results.

ID	Title	Type	RIN	Created
ERULE-2015-0001	New 2015 Docket new test docket	Rulemaking	Not Assigned	01/01/2015
ERULE-2015-0002	eRulemaking Docket	Rulemaking	Not Assigned	01/02/2015
ERULE-2015-0003	test	Rulemaking	Not Assigned	01/02/2015
ERULE-2015-0004	test	Rulemaking	Not Assigned	01/05/2015
ERULE-2015-0005	Test Docket 01/05/2015	Rulemaking	1111-AA11	01/05/2015

Figure 24 - Add Notification - Select Parameters

When the duration of a notification expires, a note will appear next to the duration in the table. If desired, the user can extend the notification by clicking “Edit” and then “Submit”. This will set the same notification with the duration start date beginning that day. Alternatively, a notification can be deleted by clicking the delete icon in the right column.

Figure 25 - Expired Notification Duration

Docket ID	Event	Frequency	Duration (Months)	Created / Modified	Edit
EPA-HQ-SFUND-1987-0002	Document Added	Daily	5 (EXPIRED)	07/12/2010	Edit
EPA-HQ-SFUND-1987-0002	Comment Published	Daily	5 (EXPIRED)	10/10/2010	Edit
EPA-HQ-SFUND-1987-0002	Comment Received	Daily	4 (EXPIRED)	07/09/2010	Edit
EPA-HQ-OA-2014-0001	Document Added	Daily	1	04/14/2015	Edit
EPA-HQ-OA-2014-0001	Document Added	Weekly	1 (EXPIRED)	04/11/2014	Edit
EPA-HQ-OA-2014-0001	Document Added	Monthly	1	04/04/2015	Edit
EPA-HQ-OA-2013-0031	Comment Published	Daily	1 (EXPIRED)	04/01/2012	Edit
EPA-HQ-OA-2013-0031	Comment Published	Weekly	1	04/14/2015	Edit
EPA-HQ-OA-2013-0031	Comment Published	Monthly	1 (EXPIRED)	04/28/2011	Edit
EPA-HQ-OA-2012-0077	Comment Received	Daily	1	04/14/2015	Edit

Any notifications a user created through the function in FDMS 3 will automatically appear in FDMS 4.

Self Registration

With the Self Registration functionality in FDMS 4.8, users may register for an FDMS account. This functionality was previously accessed through FDMS 3.

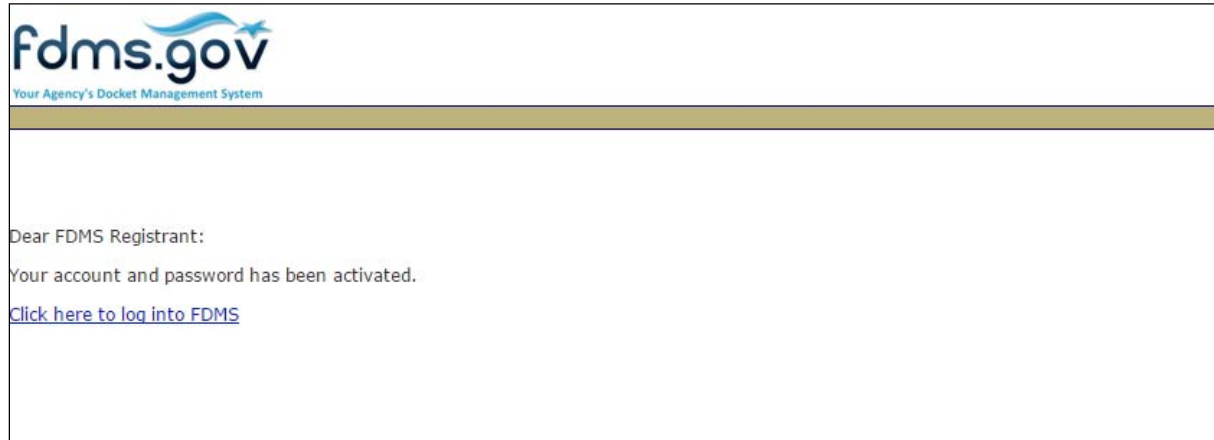
Any person who wishes to register for a user account on FDMS 4 may go to www.fdns.gov and the log-in screen will appear. The link “click here to register” will bring the user to a new application page to fill in the necessary information.

Figure 26 - FDMS 4 Registration Location

Figure 27 - Self Registration Application

When a user registers, an email is sent to the Agency Administrator to grant that user access. Once the user has been granted access, they will receive an email confirmation. This email contains a link to activate the account. From here, the user can go to fdms.gov and log into the system.

Figure 28 - FDMS New User Registration Activation Page



Additional Enhancements

Accessibility

- Improved contrasting colors on the Log-in screen
- Enhanced “Tab” functionality on pages
- Updated Accessibility Statement found in the Footer

Technical Upgrades

- Upgraded the Spring Framework from version 3.2.10 to version 3.2.13
- Issues caused by using special characters in text have been resolved

Administrative

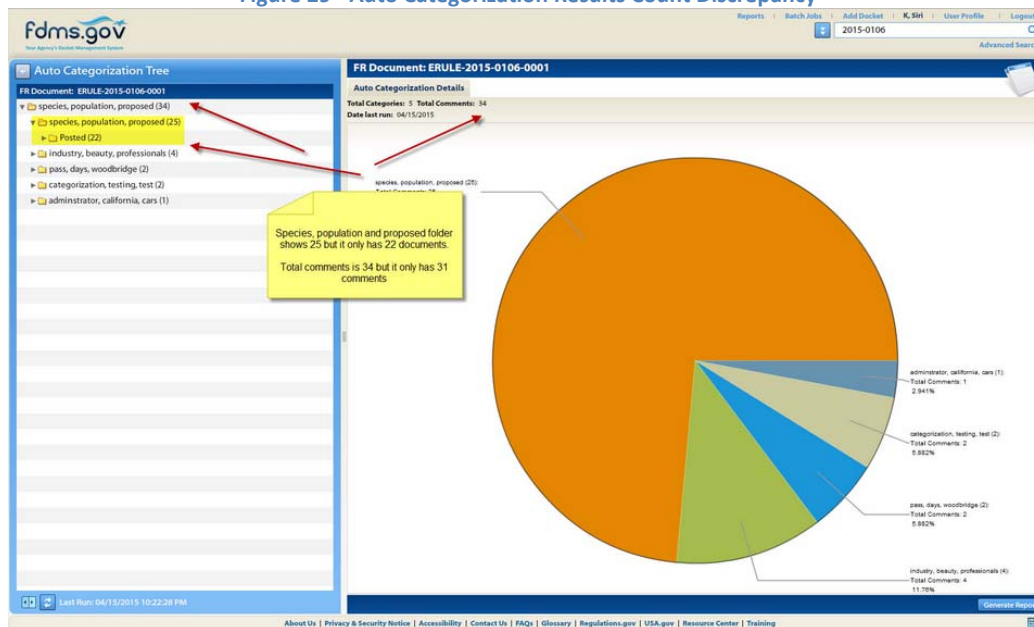
- Removed “Back to FDMS 3” button from the top of the page
- In Advanced Search, added the ability to search by “All Options” for Posting Restrictions rather than just “No Restrictions” or “Show metadata only” as it was previously.
- In Large Docket Trees, the Group By filter now defaults to Document Type rather than Phase-Sequence
- New content in FDMS Homepage and FDMS Features tabs

Known Issues in this Release

Auto Categorization

- By design, when a user does not have assignments or permissions to a Docket, that user can only view posted Documents within that Docket. Therefore, when viewing Auto Categorization results, the user should only see counts for posted Documents.
 - Currently the Category count in the Auto Categorization Tree in the left panel and the Total Comment count in the right panel include non-posted Documents. By expanding the tree (as seen below), users will see the appropriate count.
 - In a future release, the counts will be updated to only include Posted comments when a user does not have assignments or permissions to a Docket.

Figure 29 - Auto Categorization Results Count Discrepancy



- Without access to a Docket, users cannot view Auto Categorization results until the Docket contains 20 Posted Comments.